

Naval Base Coronado Youth Group Request Form

Youth group special event request forms need to be submitted to the Naval Base Coronado Public Affairs Office at least **30 days prior** to proposed date. Please submit only one request at a time. Allow 1-2 weeks for processing.

Please print clearly.

1. Description of Event: _____

2. Youth Group (Check one)

___ Young Marines, Name _____

___ JROTC, Name of High School _____

___ Naval Sea Cadets, Battalion Name _____

___ Other, please describe: _____

3. Arrival Date: _____ Arrival Time: _____

4. Departure Date: _____ Departure Time: _____

5. Duration of Event (# of days): _____

6. Requested location(s) for event:

7. Requestor Name: _____ *(Requestor will serve as POC throughout duration of visit and must be present during visit.)*

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

E-mail: _____

8. Department of Defense Sponsor Information:

Name & Rank: _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone: _____

E-mail: _____

☐ Naval Amphibious Base (NAB) Galley
☐ NAB Navy Gateway Inns & Suites (NGIS)
☐ Naval Air Station North Island (NASNI) Galley
☐ NASNI Navy Gateway Inns & Suites (NGIS)

	DoD Sponsors	Chaperones	Youth	
Male				
Female				
Total				

13. Please provide a brief history of the group:

[illegible]

(Read and initial) I have read and fully understand that my visit to any NBC facility will be canceled at any time if the force protection status is elevated. Also, my visit to NBC installations may be cancelled with short notice due to military necessity.

INITIAL: _____

I understand that if I do not provide a guest list with this form that my request will *NOT* be processed. I will also be required to fill out the appropriate Base Access Form in addition to the guest list attached at a later date.

INITIAL: _____

I understand that if I DO NOT submit this form at LEAST 30 DAYS PRIOR to the scheduled event my request WILL NOT BE PROCESSED.

INITIAL: _____

The Youth Group Request Form can be sent to the Naval Base Coronado
Public Affairs Office by:
Fax: 619-545-0182
Email: nbcpao@navy.mil

Please note that all Navy themed tours have to be coordinated through:
Petty Officer Katie Sandstrom
Recruiting Support Coordinator
Phone: (619) 201-5156
Email: katie.e.sandstrom@navy.mil